Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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MEMORANDUM

To: District Authorized Representatives

From: Karen B. Crogan, Data and Accountability Specialist

Date: September 15, 2010

Re: School Discipline Registered User Verification Report

I would like to begin by congratulating all districts for fully complying with the requirement to use the AIM student state ID to identify perpetrators for each incident entered. That is making the task of reporting Montana's discipline data to the Department of Education much easier. Thank you.

Once again the OPI must issue a unique password for each user of the School Discipline application. The enclosed report lists the names of last year's registered users by school. Please look it over carefully and make any necessary corrections. Cross out the name(s) of those to be deleted from the system. Use the blank lines on the report to add new user information for the school(s) to which they are assigned.

When completed, return the report to the OPI so that the unique logins can be generated. This year, instead of mailing all passwords in the fall, the OPI will mail the individual registered users their passwords upon request. Please instruct your staff to send an e-mail to Karen Crogan* when they are ready to begin data entry in the discipline application so their user name and new password can be mailed to them.

This year the application opens October 12, 2010 and will close June 30, 2011.

To summarize: **the district Authorized Representative must <u>sign and return</u> the report to the OPI by October 15, 2010** whether or not there are changes and regardless of when your login information is to be mailed. I will track the returns and contact districts who don't comply.

* To request registered user logins, **send an e-mail** to kcrogan@mt.gov. Please put "School Discipline" along with your school or district name in the subject line. If you have a question regarding your school discipline data entry, you may call me at (406) 444-0685.

Thank you.

Enclosure

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.